



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC1102N11

PUBLIC GUARDIAN CASE MANAGER

****This is a Career Ladder Series****

Opening Date: November 9, 2011

Closing Date: November 21, 2011

A Vacancy Exists

Salary: \$33,305 - \$41,631 (Minimum - Midpoint) Pay Grade 11*

Recruiting For: Office of the Public Guardian

Location: City of Wilmington (**Please check this location on your application**)
Note: This position requires statewide responsibilities and travel as well as being on call.

*Salary applicable for this position is based upon the qualifications of the individual applicant. Rates effective as of January 1, 2012.

Summary Statement: This is the first level of professional case management work in the Office of the Public Guardian. An employee will become eligible for consideration to move to the next level of the career ladder – Public Guardian Senior Case Manager – after one year within this classification, once he or she meets the minimum qualifications and performance requirements for the higher level to include certification as a Registered Guardian by the National Guardianship Foundation, and possesses the ability to perform at that level.

This position provides, coordinates, and monitors the delivery of professional social work services within the Office of the Public Guardian. This employee is responsible for monitoring the health and welfare of an allotted caseload of individuals and interacting with physicians, doctors, medical professionals, medical staff, banks, and the individuals themselves to develop and monitor general and medical plans of care. This employee makes recommendations to the Public Guardian as to when to initiate proceedings in the Court of Chancery to obtain guardianship and whether guardianship should be of property, person, or both.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Possession of a Bachelor's Degree or higher in Behavioral or Social Science or related field.
2. At least two years experience providing casework to families OR a Master's Degree or higher and at least one year experience providing casework to families.
3. Experience in case management which includes assessing, planning, developing, implementing, monitoring, and evaluating options and services to meet an individual's human service needs using effective counseling or interviewing techniques as well as other available resources such as service plans or case management systems.
4. Experience in interpreting laws, rules, regulations, standards, policies, and procedures.
5. Experience in making recommendations as part of a client's service plan such as clinical treatment, counseling, or determining eligibility for services/benefits.
6. Experience in narrative report writing.
7. Possession of a valid driver's license.
8. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on "apply" next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: apps.aoc@state.de.us (preferred method)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
Administrative Office of the Courts
New Castle County Courthouse
500 N. King Street, Suite 11600
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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